

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
100 USDA, Suite 102
Stillwater, OK 74074

OK Notice CM-320

For: County Offices

Supplement to Notice CM-491 – SCIMS “View Only” Access

Approved by:



1 Overview

A Background

Notice CM-488 provided that the deadline for completing duplicate resolutions in SCIMS is March 19, 2004. Oklahoma has stated that after all duplicate resolutions are complete, additional employees will be provided training and authorized access to SCIMS in order to add, change, or delete customer records.

Notice CM-491 notifies offices that “View Only” access to SCIMS is scheduled to be released in the near future; however, a security password must be requested in order for an employee to be authorized SCIMS access.

B Purpose

The purpose of this notice is to provide additional guidance concerning SCIMS access.

2 Additional Training

A Training for County Executive Directors

SCIMS training to CEDs to allow access to add, change, or delete customer records will be held in the near future. It is anticipated that the training will be conducted during district meetings. CEDs will be provided full access.

B Training for FSA Employees Other Than CEDs

SCIMS training for employees other than CEDs who need the ability to add, change, or delete customer records will be held on an as-needed basis. If additional employees need access, the District Directors shall be notified and they will notify the State Office.

Disposal Date	Distribution
May 1, 2004	County Offices

3 Requesting “View Only” Access

A Required Training

Any employee requesting SCIMS “View Only” access shall review Exhibit 1 or Handbook 1-CM (Rev. 3), paragraphs 141 through 175. After review of the information, the Training Certification from Exhibit 2 shall be completed and provided to the Service Center SCIMS Security Officer.

B Service Center SCIMS Security Officer

The County Executive Director is the SCIMS security officer for the local Service Center. SCIMS “View Only” access shall be requested by providing the following to the CED:

- AD-2017
- Training Certification.

4 County Office Action

A Distributing Notice CM-491

Offices shall ensure that NRCS and RD located in the Service Center are provided a copy of Notice CM-491 and this notice.

5 County Executive Director Action

A Authorizing Access

CEDs shall approve all employees who desire “View Only” access after they complete the training required by subparagraph 3 A. If the CED has reason to believe that “View Only” access should be denied to a Service Center employee, access shall not be denied until it is discussed with the State SCIMS Security Officer, Tona Huggins.

B Submitting AD-2017

A copy of all AD-2017’s submitted to the CED shall be sent to the State Office, Attn: PA Section. Employees will be notified when SCIMS access is authorized.

CEDs will be required to complete an AD-2017 on their own behalf after training has been provided.

SCIMS “View Only” Access Guidelines

Background

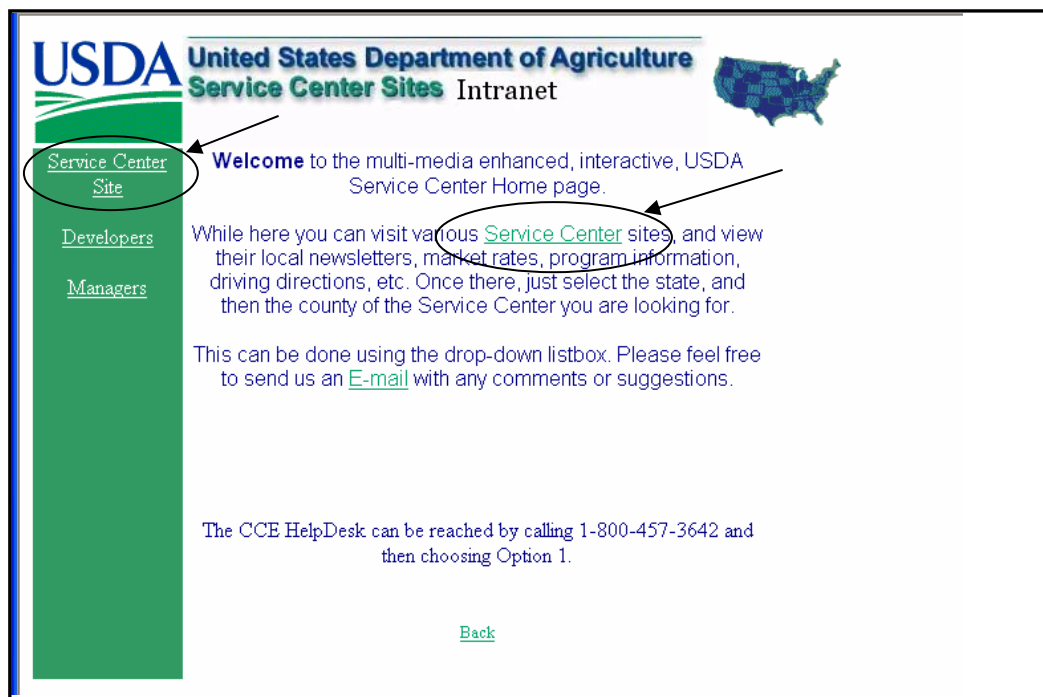
Any customer active in any county in the United States has a customer record in SCIMS. If the customer isn't active in the home county, information for the customer can still be accessed by selecting the applicable service center. SCIMS contains information such as name, address, race, telephone number(s), e-mail address, program participation, and locations where the customer is participating. That list is not nearly all inclusive, but gives an idea of what customer information is available in SCIMS.

Accessing SCIMS

SCIMS can be accessed from the following URL:

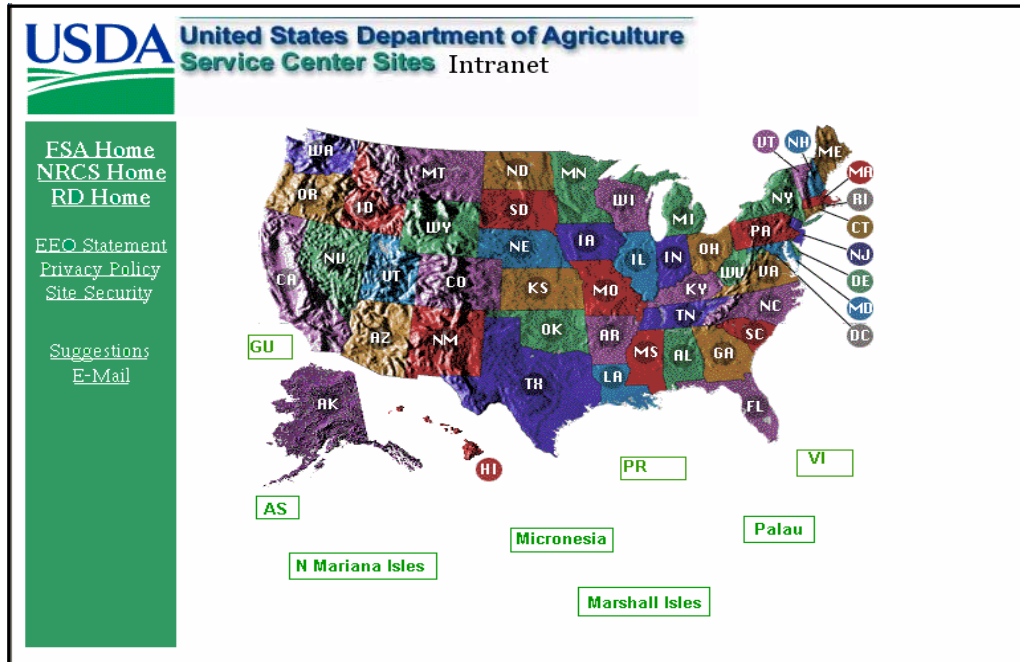
<http://servicecenterintranet.fsa.usda.gov>

After entering the above URL, the following screen will be displayed:

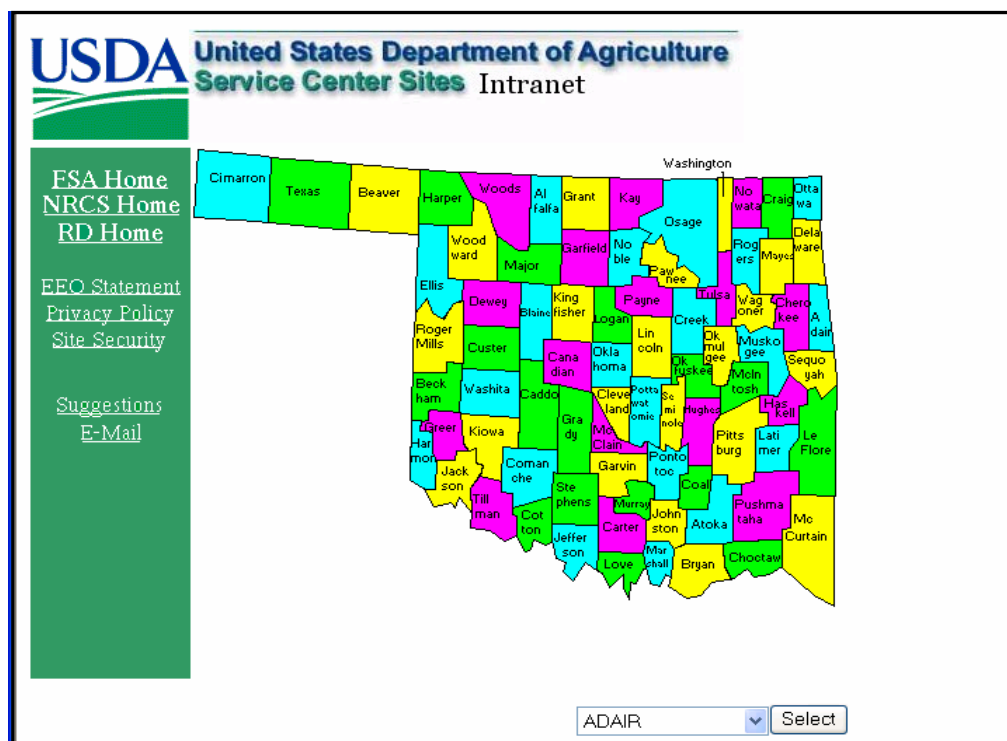


Click on either “Service Center Site” or “Service Center” to allow you to select the State.

After selecting either “Service Center Site” or “Service Center”, the following screen will be displayed:



Click on the desired state. After selecting Oklahoma, the following will be displayed:



Select the desired county from the drop down box or map to display the Service Center Selection screen.

From the Service Center Selection screen, use the drop down box to select the applicable Service Center.

The screenshot shows the USDA Service Center Sites Intranet. On the left is a green sidebar with links: FSA Home, NRCS Home, RD Home, EEO Statement, Privacy Policy, Site Security, Suggestions, and E-Mail. The main content area is titled "SERVICE CENTER SELECTIONS" and features a dropdown menu. An arrow points to the dropdown arrow icon. The menu is open, showing a list of service centers: CHANDLER SERVICE CENTER - RD, CHANDLER SERVICE CENTER - RD, OKLAHOMA STATE OFFICE - FSA, OKLAHOMA STATE OFFICE - NRCS, OKLAHOMA STATE OFFICE - RD, PAWHUSKA SERVICE CENTER - NRCS, PERRY WATERSHED PROJECT OFFICE - NRCS, STILLWATER SERVICE CENTER - CD, STILLWATER SERVICE CENTER - FSA (highlighted), STILLWATER SERVICE CENTER - NRCS, STILLWATER SERVICE CENTER - RD, and USDA 1890 LIAISON/LANGSTON UNIVERSITY - NRCS.

After selecting the Service Center, the following screen will be displayed.

The screenshot shows the same USDA Service Center Sites Intranet. The dropdown menu now displays "STILLWATER SERVICE CENTER - FSA". Below the dropdown menu, a "Select" button is circled, and an arrow points to it. The sidebar and header remain the same.

Click on "Select" to bring up the Service Center information and the option to access to SCIMS.

Following is an example of the Service Center data screen.



Click on SCIMS and the following pop-up box will be displayed:



Enter the username and password, then select OK.

The following SCIMS screen will be displayed to allow for customer selection.

USDA Service Center Information Management System
Customer Search Page

Location State: Service Center:

National Search: ☐

Type
☒ Individual ☐ Business ☐ Both
 Active ☒ Active and Inactive ☐

Name
☒ Starts With ☐ Exact Match
 Last or Business:
 First:

Tax ID
 ID:
 ID Type:
☒ Whole ID

Other
 Common Name:
 Zip Code:
 Phone No:

ACCESSIBILITY: USDA is committed to making its web pages accessible to all individuals. If you are a person with a disability and have trouble accessing or using our web site, please contact the CCE Help Desk at 1-800-457-3642. Please provide us with the specific URL with which you have a problem or concern.

Note that the Location State and Service Center where the search will be completed is based on what was previously selected. Searching in a different State or Service Center can be accomplished by using the drop down boxes to change the State or Service Center selection.

Searching for a customer can be accomplished by selecting:

- Customer Type
 - at least one customer type must be selected
 - if customer type is unknown, select both
- Customer Identifier – one of the following must be completed
 - Name or partial name, using either “starts with” or “exact match”
 - Tax ID and identifying the ID type from the drop down box
 - Other identifier

Once the customer type and identifier have been completed, select “Search” to find the customer(s) that fit the entered information.

Following is the resulting screen when the “Type” was set at “Both” and the “Last or Business” Name was entered as “jones”:

USDA Service Center Information Management System

Navigation
 Customer Search
 Log Off

Search Results
 Based on selected Servicing Site None

Select a customer:

Common Name	Tax Id	Tax Id Type	Delivery Address Line	City, State ZIP Code	Phone No	Legacy State	Legacy County
CHLOE JONES		No Tax Id	11531 BURNING OAKS DR	OKLAHOMA CITY, OK 73150-2902		OKLAHOMA	PAYNE
DAVID JONES	777665432	Social Security	505 S COUNCIL VLY	YALE, OK 74085-6875	(918) 225-6988	OKLAHOMA	PAYNE
DONNA JONES	111335555	Social Security	PO BOX 7522	JACKSON, WY 83002-7522		OKLAHOMA	PAYNE
DORIS J. JONES	123456789	Social Security	4666 N PALM AVE	FRESNO, CA 93704-3035		OKLAHOMA	PAYNE
ELVIN JONES	888776655	Social Security	1020 E 68TH ST	STILLWATER, OK 74074-7576		OKLAHOMA	PAYNE
ERNEST L. JONES		No Tax Id	1946 2325 RD	CEDAREDGE, CO 81413-9497		OKLAHOMA	PAYNE
FERRALD L. JONES	111223333	Social Security	404 N DIAMOND VLY	STILLWATER, OK 74075-8709		OKLAHOMA	PAYNE
			PO BOX 1387	SAND SPRINGS, OK 74063-1387		OKLAHOMA	NOWATA
				SAND SPRINGS, OK			

Internet

Once the search results are reflected, find the correct customer and click on the customer's name. Customers are shown in alphabetical order. Use the scroll bar along the right edge to scroll down if the desired customer is lower in the alphabetical list.

If the desired customer isn't included in the search results, use the option on the left in the “Navigation” column and select “Customer Search” to return to the Customer Search screen and attempt to search again using the a different customer type and/or identifier.

Following is an example of the SCIMS information screen for a selected customer.

USDA Service Center Information Management System

Navigation

- Customer Search
- Land
- Land Links
- Log Off**

Go to:

- [Race Types](#)
- [Disabilities](#)
- [Addresses](#)
- [Phone Numbers](#)
- [E-Mail Addresses](#)
- [Notes](#)
- [Program Participation](#)
- [Legacy Links](#)
- [Bottom](#)

Quick Links

Customer Information

Common Name: Tax ID:

Customer Type: Tax ID Type:

Last Name: Prefix:

First Name: Suffix:

Middle Name: Legal Name: ☐

Gender: Birth Date: Ex: mm/dd/yyyy

Gender Determination: Birth Date Determination:

Code: Code:

Citizenship Country: Marital Status:

Information for the selected customer can be viewed. The “quick links” or scroll bar can be used to move to a specific area in the record to view the desired information.

See Handbook 1-CM (Rev. 3), paragraphs 177 through 179, for specific information about each of the various fields.

Exiting SCIMS

Once all activity is completed in SCIMS, select “**Log Off**” from the “Navigation” column on the left before closing IE.

SCIMS “View Only” Access Training Certification

I have reviewed the following in order to be authorized SCIMS “View Only” access:

☐

OK Notice CM-320, Exhibit 1

☐

Handbook 1-CM (Rev. 3), paragraphs 141 through 175

Printed Name: _____

Signed: _____

Date: _____